



HOW TO START A NEIGHBORHOOD ASSOCIATION

A SEQUENCE OF EVENTS

1. Discuss your ideas for forming an association with neighbors and friends.
 - a. Why should we establish an association?
 - b. What problems would we want to address?
 - c. What qualities of our area do we want to preserve and strengthen?
 - d. Plan a meeting date, time and place.
 - e. Get people to deliver door-to-door flyers/ postcards announcing the meeting.
2. Holding the meeting.
 - a. Have a sign-in-sheet with space for name, address, and phone number. (Also have nametags, to aid in getting acquainted.)
 - b. Encourage discussion of area concerns.
 - c. Encourage discussion of good qualities, what do we want to preserve?
 - d. Ask the question, "Do we want to organize to address our concerns and interests?"
 - e. Are you willing to volunteer your time and effort to accomplish this?
 - f. Offer simple refreshments.
 - g. Define boundaries.
3. Offer the opportunity to sign up for jobs for the different committees. Committees are needed for the following:
 - a. Officers – President, Vice-President, Secretary, and Treasurer
 - b. Newsletter Committee (Editing and Distribution)
 - c. Association Name Committee
 - d. Hospitality Committee
 - e. By-Laws Committee
 - f. Meeting Place Committee
 - g. Nominating Committee
4. Elect 4 officers from nominations from the floor suggestions and volunteer sign up sheet.
5. President will ask each committee to meet briefly to select a leader or chair and report that leader's name and phone number to the President.
6. During the coming month the President or appointee (VP) will meet each committee to provide overall view of the association, while the committee does its work. The President will ask the chair of each committee, who has completed their tasks, to meet with the Board at their first meeting.

RECRUITING NEW MEMBERS

1. A new association attracts volunteers.
 - a. Some may just be curious or it's something new.
 - b. Some may be attracted to a particular problem.
 - c. Some may be attracted to a well-publicized event.
 - d. Some may fall away no matter what you do.
2. Plan to attract new members.

- a. Plan a membership drive; the by-product of this is getting the names, address, and phone numbers of families in the area. Use this information to compile a directory; this is vital to being able to call persons to serve on committees.
 - b. Provide volunteers with a brief outline of the work of the association.
 - c. Establish Block Leaders, or Block Heads to keep track of families moving in or out. Have them get the data of the new families and report that to the individual compiling the directory. Some areas assign this responsibility to the newsletter committee.
 - d. Establish a packet of materials for new families. This can contain general rules of the area, a free gift from a local business, and information on the Association.
 - e. Have a table at a neighborhood grocery store, pass out information on the Association and provide information on the current projects.
 - f. Most important, don't rely on the same people to work the committees. Do call on people who have not worked in the Association before. A friendly call asking someone to do a short job may be just the introduction they need to feel a part of the neighborhood.
3. Keeping the members you have.
- a. Start a list of jobs, with a description of each that a volunteer could do.
 - b. Meet, greet and introduce new members to the group.
 - c. Avoid the appearance of cliques. This happens when the same people do all of the jobs.
 - d. Listen carefully to new ideas; thank them for contributing, even if you know they won't work.
 - e. Encourage people to try a small job. Some are unsure of their abilities.
 - f. Have fun, look for opportunities to spend fun time together or make a fun event of a duty. Have an occasional lunch/dinner to show your appreciation.
 - g. Publish the directory and sell it at cost. This enables neighbors to communicate with each other.
 - h. People are busy; keep meetings short, to the point and worthwhile.
 - i. Always give public credit and thanks to those who do jobs for the Association.
 - j. A thank you note for a job well done is appreciated.
 - k. Keep calling and bringing in new people to help.

DUTIES OF THE PRESIDENT...during the setup period.

1. Plan a meeting of your Board. (President, VP, Secretary and Treasurer)
2. Invite any committee chairs you need to hear from to make sure they have plans ready to submit at the first general meeting.
 - a. Newsletter Committee chair should have a copy ready to print and deliver, they should also have people who are selling advertisements, as well as chosen a color paper, to identify the Neighborhood Association flyers.
 - b. Association Name committee will provide a selection of names to consider and to allow the membership to vote on them. These names could be put in the newsletter.
 - c. Meeting place chair should be able to provide information on where the first general meeting will take place and the time.
 - d. By-Laws committee chair may be ready to report on Association by-laws.
 - e. Hospitality chair should be prepared to serve refreshments.
 - f. Treasurer may report on the finding of a bank, with free checking. The Board can then make a final decision.
 - g. Consider names to appoint to the nominating committee; normally appointed are three people from across the area. This committee will be named at the next meeting in _____.
 - h. Consider a date for the election, no sooner than 2-3 months from now. Have the membership vote planned for a fun day.
 - i. Consider how to make this meeting special, a basket dinner in the park, etc.

NOTE: Don't forget to also assign the VP jobs so you don't try to do all of the work by yourself.

PRESIDENTIAL DUTIES...in general

1. GRACIOUS is your first, middle and last name.
2. You will assure that all are treated fairly, that the shy are encouraged to participate and feel they are an important part of the Association.
3. It may be necessary to limit talk, to 1-2 minutes, if you have those who hog the floor.
4. Start the meeting on time.
5. End the meetings on time, or at least try very hard.
6. Acknowledge persons wishing to talk.
7. Ask those to wait, who would interrupt someone who has the floor.
8. Thank the speaker when they are finished, even if you disagree with them.
9. Thank each person, committee or officer who reports.
10. If all are not acquainted, ask the name of the person making a motion. The secretary needs to record that information.
11. Always repeat the motion back before the vote. This ensures accurate minutes.
12. Plan the general meeting agenda with the Board at their meeting.
13. Have printed agendas if at possible, especially at the Board meeting.
14. Ask for the approval of the agenda at the Board meeting; invite other to add items to the agenda.
15. Check with committees to see if they are working on their task.
16. Give clear instruction as to exactly what a committee is to accomplish.
17. Make sure a committee knows how much money they may spend, if there is a budget for that committee.
18. Make sure board members have copies of by-laws, standing rules, budget, officer duties and any other documents they need to serve effectively on the board.
19. Take advantage of opportunities to meet as many of your members as possible.
20. Get to know other Association Presidents, you can learn of ways to help yourself.
21. Get to know the Neighborhood Assistant for your District; they can direct you to city services.
22. Consider doing activities with a neighboring Association.
23. Check out WIN for a variety of services.

DUTIES OF THE SECRETARY

1. The secretary records and keeps the minutes of both the Board and general meetings.
2. The secretary maintains records such as: committee reports, Association documents; i.e. tax number, by-laws, Incorporation documents, standing rules, a record of the start up date of the Association, etc.
3. The secretary may handle correspondence if specified. (A notebook with dividers to maintain the documents is necessary and should be with the secretary at all meetings.)

Taking Minutes:

1. Some take notes on the agenda, and then re-write when they get home.
2. A simple numbering systems works well for the final form.
3. A motion is recorded exactly as it was stated, listing the name of the person making the motion and second in parenthesis. (Please let the President know at once if you did not get the exacting wording or other person name making the motion so that it can be repeated)
4. If a subject is discussed but no action taken, just state that.
5. Record the meeting time, place and presiding officer (usually the President.)
6. Indicate how a committee report is received. (Filed or Voted)
7. Record the time of adjournment.

The minutes are vital and should be as accurate as possible. Often the President or other officer will need to go back to a previous meeting minutes to learn how something was decided.

Sample Minutes

1. Meeting on March 7, 2006 Doo Da Neighborhood Association was called to order at 7:10 p.m. by President sparks, with 37 members present.
2. Minutes were read and approved.
3. Treasurer reported \$37.00 in the bank, with no outstanding bills. Treasurer report is filed for audit.
4. By-laws committee reported, committee will re-word the goals of Association and report again in May.
5. Hospitality committee reported more volunteers are needed; a sign-up sheet was passed around.
6. No new or old business discussed.
7. President announced the next meeting would be May 10, 2006 at 7:00 p.m.
8. Meeting adjourned at 8:05 p.m. (signature of the secretary follows)

COMMITTEE MEETINGS

Committees are formed to address specific issues and items for an association. They provide recommendations and thoughts as requested by the association membership.

Each committee selects a chair who should assume the following duties:

1. Selects time and locations of meetings
2. Makes sure that all committee members are present and participating
3. Introduces items for discussion and leads the committee to towards a vote or consensus on the issue
4. Keeps the President informed of committee activities and reports committee recommendations to the Board and other association members (see example at the end of this section)

Example

COMMITTEE ASSIGNMENT: _____

_____ COMMITTEE

Chair: _____

Job to be done:

1. _____

2. _____

President: _____

Notify President of committee meeting date at _____
(Phone#)

Report due by meeting date _____

TYPES OF COMMITTEES

NOMINATING COMMITTEE:

1. The first named to the committee is the chair, unless otherwise specified. The chair will arrange a meeting of all members of the committee, at a time and place suitable for all.
2. Names for potential candidates for each office will be offered. Make sure all candidates are eligible members.
3. Each person of the committee will have an assignment or volunteer to call a list of potential candidates for a single office. When a willing candidate is found, the question must be asked: If elected to this position of _____ do you agree to serve?
4. The committee comes together again to report the name of the candidate for each office. The chair completes the committee report, all members of the nominating committee sign the report and the President is notified that the work of the committee is completed.
5. The committee chair will read the list of candidates at the appropriate meeting.
6. The committee report of candidates may be included in the newsletter.
7. The election ends the work of the nominating committee.

BY-LAWS COMMITTEE:

1. The by-laws committee has the job of writing the rules, which will govern the association. This is not a fast job but is certainly very important. It may take several meetings to get the by-laws in the form, which is acceptable to the membership. This is appropriate.
2. The chair of the by-laws committee calls a meeting at a time and place when all members can be present, the President of the Association is also a member of this committee and must be notified. The work can be divided into sections for each to write, then come together to review and approve, or the entire group can write each section together.
3. When the committee feels they have the document completed, the President is notified. The chair will then report at a general meeting. It is helpful to have enough copies for each member to follow the printed form.
4. If the membership objects to the content or wording of a passage, the committee must return to committee and re-work that section to meet the desires of the membership. (This decision may require a vote or consensus to determine if enough persons think it should be re-written.) Some areas are required and not open to choice as non-discrimination area of Article X from the by-laws model.
5. When the bylaws have been approved by the membership at a general meeting, the by-laws committee may be finished but should remain intact in case of there needing to be other revisions as the year progresses.
6. It is helpful to read the by-laws of other associations and even follow their pattern, if their document fills your Association needs.

MEETING PLACE COMMITTEE:

1. Committee chair arranges a meeting when all members, and the President can attend.
2. Committee members should brainstorm ideas for possible meeting sites.
3. Members will volunteer to take a part of the list to investigate those place (s) to determine:
 - a. Is the facility available for use?
 - b. Does it fit our needs?
 - c. Can refreshments be served here (if that is important to your group)?
 - d. The committee may want to inspect the most promising sites.
 - e. The committee report will list the most promising site(s).
 - f. The chair will report at the general meeting, either their choice or possibly take a vote on the facility.

ASSOCIATION NAME COMMITTEE

1. Choose a chair.
2. Plan a meeting to discuss possible names.
3. Notify the President of time and place of meeting.
4. Look at other Association names so you don't duplicate.
5. Look for names that help define your area.
6. Talk to your neighbors; get ideas from them.
7. Chair will report your list of prospective names at the next general meeting.
8. Membership will vote for their choice at that meeting.

HOSPITALITY COMMITTEE

1. Elect or appoint a Chairperson for the Hospitality Committee.
2. The Chairperson communicates to the President the name and telephone number of the Chairperson elected or appointed to this Committee and reports any change to this information.
3. The Chairperson will provide refreshments for the first general meeting, and the Hospitality Committee will do so for each meeting thereafter.
4. Implement a sign-up sheet for members to insure that the provisions for refreshments are equally distributed.
5. The By-Laws that apply specifically to this Committee may include other duties.

NEWSLETTER COMMITTEE

1. Elect or appoint a Chairperson.
2. Chairperson documents the name, addresses, and telephone number of members serving on this committee.
3. Schedule a design meeting.
4. The chairperson notifies the President of all meeting dates, time, and locations.
5. Discuss a design for your newsletter.
6. Determine content of newsletter. Example:
 - a. Minutes of previous meeting.
 - b. Topics discussed at a former meeting.
 - c. Future ideas and plans.
 - d. Take surveys to determine the concerns of the neighborhood.
 - e. President's comment section.
 - f. Notice of next meeting date, time, and location.
 - g. Agenda for meetings for following months.
7. Cover financing for the newsletter.
 - a. Designate who will sell ads.
 - b. Have a copy of the newsletter with you when selling ads.
 - c. Typically a charge of \$10 for a 2" x 4" business card size ad is expectable.
 - d. Free printing is available at Der Printing Haus 755-1291. Some stipulations apply.
8. Select color for the newsletter.
9. Chose who will be writing the articles.
10. Decide who will design the newsletter.
11. Appoint a proofreader.
12. Select an editor.
13. Assign final draft assembly.
14. Who will receive the newsletter:
 - a. Your Neighborhood City Hall.
 - b. The City Manager's Office.

- c. Community Police Officer.
- d. Advertisers.
- e. Neighborhood residents.

NEWSLETTER DELIVERY TEAM

1. Elect or appoint a Chairperson.
2. Schedule a meeting.
3. Chairperson notifies the President of all meeting dates, time, and location.
4. Chairperson in collaboration with the Delivery Team Members will outline on a map of the area:
 - a. Number of houses in each section.
 - b. Person's responsible for delivering to each section.
5. Delivery method:
 - a. A copy of your list of names, address, and amount of newsletters for which you are responsible must be provided to the Committee in advance of delivery.
 - b. Take along the list of names and address of those you will responsible for delivering.
 - c. Attach or insert newsletter to screen, storm, or door handle with rubber band when applicable.
 - d. DO NOT attach or leave in mailbox.
 - e. Always keep the telephone number of the Chairperson with you.
 - f. Note change in the neighborhood such as names of new tenants and report findings to the Phone Directory Chairperson.

COMMITTEE REPORT

The purpose of a Committee Report is to establish a procedure for submitting information to the President and to provide guidance for the Committee Chairperson's and the Neighborhood Association.

Example below

_____**COMMITTEE REPORT**

Date : _____

Chair: _____

Members: _____

Recommendations: _____

Committee Member Signatures: _____

FIRST BOARD MEETING

1. The President will contact each officer to arrange a board meeting when all can attend.
2. Ask the chair of each committee to present their recommendations, and submit to questions, which the board may want to ask. This report is received but not voted. Note The President will let the chairs know they will speak only about their committee but will not participate in the meeting other than that.
3. The secretary will take minutes. The Treasurer will report on monies on hand and possibly ask the board to decide which bank they would prefer to use.
4. The board will help plan the agenda for the first general meeting.
5. Decide any other matters to ensure a smooth first general meeting.

Complete and mail contact sheet.

STANDING RULES

Standing rules are written by the Board to ensure efficient operation of the association and could include the following:

1. Rules of conduct
2. A list of yearly activities to be completed by the association
3. Duties of officers

FIRST GENERAL MEETING

1. Newsletters should be distributed 5-10 days prior to the meeting
2. All committees should be formed and ready to report if necessary
3. Choose the name of the association
4. Request additional volunteers for committees and identify potential board members (to assist with this, distribute neighborhood questionnaire form)
5. Approve association by-laws

NEIGHBORHOOD QUESTIONNAIRE

What are your concerns in your neighborhood?

___ Crime

___ Traffic

___ Un-maintained houses and yards

___ Parks

___ Noise

___ Business Impact

___ Nuisance

___ Loose animals

Specific concerns: _____

Would you be willing to serve on a committee? _____ If so, which one(s)?

Contact Information:

Name: _____

Address: _____

Phone: _____ E-mail: _____